

SPECIAL BULLETIN

OFFICE OF TRAINING



No. 20-73

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To: All Training Officers of the Agency

CHANGES IN OTR COURSES

The many changes occurring in the Agency have a reflection in the programs presented by the Office of Training. Reductions in employee ceilings and some shifts in program emphasis prompt the discontinuance of certain courses; a limited number of new courses will be developed in response to explicit requirements; other courses have been renamed to reflect the Agency's organizational changes or to convey more precisely the nature of the course. (These changes already appear in the OTR Schedule of Courses - July-December 1973).

Please make appropriate notations in course listings and descriptions in your copy of the OTR Catalog. Revisions of the Catalog will be published at a later date.

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1. Clerical Refresher - Shorthand Dictation
(Intermediate and Advanced)
2. Clerical Refresher - Typing Techniques
3. Intelligence Briefing
4. Records Management - File Procedures Seminar
5. Records Management - Forms Management Seminar
6. Records Management - Records Disposal Seminar
7. Counterintelligence Operations
8. Geography of China
9. Introduction to Map Reading & Imagery Analysis
10. Performance Appraisal Workshop *
11. Planning & Control of Work
12. USSR Country Survey

* With the exception of those conducted at the specific request of an individual component.

(Over, please)

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II. Renamed Courses

<u>Former Title</u>	<u>New Title</u>
1. Clandestine Scientific & Technical Operations Course (CS&T Ops)	Scientific & Technical Collection for DO Officers
2. Clandestine Service Records I	Operational Records I
3. Clandestine Service Records II	Operational Records II
4. Clandestine Service Records III	Operational Records III
5. Management Science for Intelligence	Information Science for Management
6. Special Clandestine Operations Orientation for DDS&T	DDO Operations Orientation For DDS&T
7. Support Service Review: Trends and Highlights	Management & Services Review: Trends and Highlights

III. Discontinued but Replaced

CIA Review and Special Orientation for Agency Representatives Attending Senior Officer Schools have been discontinued but replaced by: "CIA: Today and Tomorrow".